

Child Care Certificate Program Provider Agreement FY2016 Key Changes/Additions

Child Care Services

Electronic Submission of Attendance

- All providers MUST submit attendance for payment electronically:

A.1. Required Forms. The Provider shall register as a vendor with the State of Tennessee and the Department in order to participate in the child care certificate program and receive payment from the Department.

a. Shall enroll in Automatic Clearing House (ACH) or Direct Deposit

b. Shall enroll in Electronic Attendance Verification (EAV) process

Paid Absences

A.4. Time and Attendance

Five (5) Paid Absences Monthly

Regardless of Family Need/Reason for Non-Attendance.

File Maintenance – sign in/out sheets

A.5.

The Provider further agrees that any failure to maintain such files at such location and to immediately produce such files upon the request of DHS or any other agency of the state or federal government may result in the denial of any and all payments for child care services for any children for whom payments may be or have been requested under this Contract. The sign in/out sheet should be attached to the EAV that reflects the same time period.

Sign in/out sheet example

[illegible]

Unregulated Providers

- The Provider understands that Health & Safety check compliance is required.
- The Provider must complete Tennessee On-Line Child Care Training System (TCCOTS) training on Health and Safety prior to approval and annually thereafter.

Terminated Providers/Owners with Debts

Providers/Owners terminated from the Certificate Program while owing a debt to the Department may not re-enroll in the program until repayment has been approved by the Department.

Failure to resolve the findings and/or set up a repayment for overpayments as specified in Section C.9. shall result in all future payments being withheld until such overpayments are paid in full and may result in termination pursuant to the terms of this Contract or Legal procedures will be enforced.

If the Provider is required to submit a Corrective Action Plan detailing a plan of correction of an audit finding and does not within fifteen (15) days measures will be taken for possible sanction or closure of facility depending on the infraction.